

TITLE 4. BUSINESS REGULATIONS  
DIVISION 18. CALIFORNIA GAMBLING CONTROL COMMISSION  
CHAPTER 3. LICENSES

**§ 12270. Initial and Renewal License Applications; Required Forms**

- (a) Any person applying for a state gambling license or key employee license shall, as appropriate, complete the following forms, which are hereby incorporated by reference:
- (1) Application for State Gambling License, CGCC-030 (Rev. 09-03).
  - (2) Application for Key Employee License, CGCC-031 (Rev. 09-03).
  - (3) Cardroom Applicant Supplemental Information for State Gambling License, DGC-APP. 015A (Rev. 09-03).
  - (4) Cardroom Key Employee Supplemental Information for State Gambling License, DGC-APP. 016A (Rev. 09-03).
  - (5) Cardroom Applicant's Spouse Supplemental Background Information for State Gambling License, DGC-APP. 009A (Rev. 09-03).
  - (6) Renewal Supplemental Information for State Gambling/Key Employee License and Instructions to Renewal Applicants, DGC-APP. 017A (Rev. 09-03).
  - (7) Declaration of Full Disclosure, DGC-APP. 005 (Rev. 09-03).
  - (8) Authorization to Release Information, DGC-APP. 006 (Rev 09-03).
  - (9) Applicant's Declaration, Acknowledgment and Agreement (Community Property Interest), DGC-APP. 011 (Rev 07-03).
  - (10) Applicant's Declaration, Acknowledgment and Agreement (Sole and Separate Property), DGC-APP. 012 (Rev 07-03).
  - (11) Spouse's Declaration, Acknowledgment and Agreement (Community Property Interest), DGC-APP. 013 (Rev 07-03).
  - (12) Spouse's Declaration, Acknowledgment and Agreement (Sole and Separate Property), DGC-APP. 014 (Rev 07-03).
  - (13) Report of Annual Gross Revenues DGC-APP. 018 (Rev. 09-03).
  - (14) Declaration of Compliance With The Requirement for Public Notice of Application for a Gambling License, DGC-LIC. 100 (Rev. 07-03).

- (15) Instructions for Public Notice of an Application for a Gambling Establishment License, DGC-LIC. 102 (Rev. 07-03).
- (16) Public Notice of An Application for a Gambling Establishment License, DGC-LIC. 102A (Rev. 7-03).
- (17) Appointment of Designated Agent, DGC-APP. 008 (Rev. 09-03)
- (18) Employee Work Permit Certification, DGC-APP. 019 (Rev. 09-03)
- (19) Key Employee Report, DGC-LIC. 101 (Rev. 07-03)
- (20) Instructions to Applicants, DGC-APP. 007 (Rev. 09-03)
- (21) Instructions to Applicant's Spouse, DGC-APP .010 (Rev. 09/03)
- (22) Notice to Applicants, DGC-APP. 001 (Rev. 09-03)
- (23) Request for Live Scan Service (California Department of Justice Form BCII 8016, Rev. 4/01)
- (24) Request for Copy of Personal Income Tax or Fiduciary Return, FTB-3516C1 (rev. 06/03 side 1-PIT)
- (25) Request for Copy of Corporation, Exempt Organization, Partnership, or Limited Liability Company Return FTB-3516C (Rev. 06/03 side 2-CORP)
- (26) Tax Information Authorization (IRS 8821, Rev. 01/00)

Note: Authority cited: Sections 19811, 19824, 19840 and 19841, Business and Professions Code.

Reference: Sections 19850, 19851, 19852, 19854, 19855, 19856, 19857, 19864, 19865, 19866, 19867, 19876, 19880, 19881, 19883, 19890, 19893, 19951 and 19982, Business and Professions Code.

## **§ 12271. Processing Times--Initial Applications**

- (a) Except as provided in subsection (b), initial gambling or key employee license applications submitted pursuant to this chapter shall be processed within the following timeframes:
- (1) The maximum time within which the Commission shall notify the applicant in writing that an application or a resubmitted application is complete and accepted for initial processing by the Commission, or that an application or a resubmitted application is deficient and identifying what specific additional information is required, is 20 days after receipt of the application. For the purposes of this section, "application" means the Application for State Gambling License, CGCC-030 (rev. 09-03) and the Application for Key Employee License, CGCC-031 (rev. 09-03), both of which are incorporated by reference in Section 12270. An application is not complete unless accompanied by the fee of five hundred dollars (\$ 500) specified in *Business and Professions Code section 19951(a)*. In addition, an applicant shall submit with the application, any supplemental information required by section 12270 for review by the Division pursuant to paragraph (3) of this subsection. The supplemental information shall not be reviewed for completeness by the Commission.
  - (2) An application for a license and the supplemental information shall be forwarded by the Commission to the Division for processing within 10 days of the date that the Commission determines that the application is complete.
  - (3) The Division shall review the supplemental information submitted for completeness and notify the applicant of any deficiencies in the supplemental information, or that the supplemental information is complete, within 30 days of the date that the application and supplemental information are received by the Division from the Commission. Notwithstanding this subsection, subsequent to acceptance of the supplemental information as complete, the Division may pursuant to Business and Professions Code section 19866 require the applicant to submit additional information.
  - (4) Pursuant to Business and Professions Code section 19868, the Division shall, to the extent practicable, submit its recommendation to the Commission within 180 days after the date the Division is in receipt of both the completed application pursuant to paragraph (2) of this

subsection and the completed supplemental information pursuant to paragraph (3) of this subsection. If the Division has not concluded its investigation within 180 days, then it shall inform the applicant and the Commission in writing of the status of the investigation and shall also provide the applicant and the Commission with an estimated date on which the investigation may reasonably be expected to be concluded.

- (5) The Commission shall grant or deny the application within 120 days after receipt of the final written recommendation of the Division concerning the application, except that the Commission may notify the applicant in writing that additional time, not to exceed 30 days, is needed.
- (b) The processing times specified in subsection (a) may be exceeded in any of the following instances:
  - (1) The applicant has agreed to extension of the time.
  - (2) The number of licenses to be processed exceeds by 15 percent the number processed in the same calendar quarter the preceding year.
  - (3) The Commission must rely on another public or private entity for all or part of the processing and the delay is caused by that other entity.

Note: Authority cited: Sections 19811, 19824, 19840 and 19841, Business and Professions Code.

Reference: Sections 19841 and 19868, Business and Professions Code.

## **§ 12272. Processing Times--Renewal Applications**

- (a) Except as provided in subsection (b), renewal gambling or key employee license applications submitted pursuant to Section 12250 shall be processed within the following timeframes:
  - (1) An application for renewal of a gambling license or key employee license shall be filed by the owner licensee or the key employee with the Commission no later than 120 days prior to the expiration of the current license.
  - (2) The maximum time within which the Commission shall notify the applicant in writing that an application or a resubmitted application is complete and accepted for initial processing by the Commission, or that an application or a resubmitted application is deficient and identifying

what specific additional information is required, is 10 days after receipt of the application. For the purposes of this section, "application" means the Application for State Gambling License, CGCC-030 (rev. 09-03) and the Application for Key Employee License, CGCC-031 (rev. 09-03), both of which are incorporated by reference in Section 12270. An application is not complete unless accompanied by the fee of five hundred dollars (\$ 500) specified in Business and Professions Code section 19951(a). In addition, an applicant shall submit with the application, any supplemental information required by section 12270 for review by the Division.

- (3) An application for a license and the supplemental information shall be forwarded by the Commission to the Division for processing within five days of the date that the Commission determines that the application is complete.
  - (4) The Division shall submit its written recommendation concerning the renewal application to the Commission no later than 45 days prior to the expiration of the current license.
- (b) The processing times specified in paragraphs (2) through (4) of subsection (a) may be exceeded in any of the following instances:
- (1) The applicant has agreed to extension of the time.
  - (2) The number of licenses to be processed exceeds by 15 percent the number processed in the same calendar quarter the preceding year.
  - (3) The Commission must rely on another public or private entity for all or part of the processing and the delay is caused by that other entity.

Note: Authority cited: Sections 19811, 19824, 19840 and 19841, Business and Professions Code.

Reference: Sections 19868 and 19876, Business and Professions Code.